

# City of Redmond, Washington

Purchasing Division, M/S: 3SFN

15670 NE 85<sup>th</sup> Street

PO Box 97010

Redmond, WA 98073-9710

## Invitation for Public Bid

*The City of Redmond is requesting interior/exterior window washing services for 8 buildings within the City of Redmond.*

**IFB-10215-05/DET**

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The City of Redmond, Washington requests interested parties to submit sealed bids for the above referenced Invitation for Public Bid.

**Scope of Work:** The City of Redmond is interested in contracting for the semi-annual services of scheduled window washing. To include cleaning of all windows and glass doors interior and exterior by hand. Detail corners and edges; remove cobwebs, cocoons and debris from building ledges, soffit and overhangs in the general vicinity of the exterior windows and doors. Wipe down all window, doorframes and interior sills. Due to some physical restrictions, mobile equipment may be required for some exterior windows. Services will be performed twice per year, once in May and once in October. We encourage but do not mandate that efforts be made to use green cleaning products.

**Hours of Work:** Window washing hours shall be between 7 A.M. and 4 P.M. unless otherwise specified by the Public Works Facility Maintenance Supervisor. Advance notice of all cleaning must be coordinated with the Public Works Facility Maintenance Supervisor so that sufficient time may be set aside to clear areas by city personnel.

**Equipment and Supplies:** Contractor will provide all personnel, equipment, supplies and transportation necessary to perform window-cleaning services outlined in the scope of work.

**Obtaining Bid Packets:** Two Options: Bid packets are available by calling the City of Redmond, Purchasing Division's DemandStar system at (800) 711-1712 to request this document. Check the agency's site ([www.demandstar.com](http://www.demandstar.com)) for download availability and any applicable fees. Package costs are non-refundable. Suppliers/Contractors registered with DemandStar.com can download packages at no cost from their website – [www.demandstar.com](http://www.demandstar.com).

**The other option is:** Many packages can be downloaded from the City Internet web site: [www.redmond.gov/](http://www.redmond.gov/) Select E-Services, and click on Contract Bid System. On the right side will be a menu of Request for Proposals/ RFP's.

**Mandatory Pre-Bid Walk-throughs:** Two mandatory pre-bid walk-thru dates will be conducted to examine the building (sites) thoroughly before submitting proposals to the City. Only one tour date needs to be conducted to insure sufficient Public Bids. Please contact Tim Fountain, Public

Works Facility Maintenance Supervisor, (425)-556-2716 to Pre-Register for the Walk-through. Only contractors in attendance of the Walk-through will be able to submit their bids. It shall be the responsibility for the contractor to verify all information necessary to develop his/hers cost estimates. List of locations will be (Exhibit A). Bid walk through dates will be 9:00 A.M. Monday, May 24<sup>th</sup>, 2010, and 9:00 A.M., Wednesday, June 2<sup>nd</sup>, 2010 in the main lobby of the Public Safety Building, 8701 160<sup>th</sup> Avenue NE, Redmond WA 98052. (Main City Hall campus)

**Bid Submittal Due Date/Time:** 3:00 p.m. (local time) on Wednesday, June 9<sup>th</sup>, 2010. The City of Redmond – Purchasing Division must receive bids no later than said date and time. Bids received after such time will be returned unopened. Responses may be mailed to Purchasing Division, MS 3SFN, PO Box 97010, Redmond, WA 98073-9710, or hand delivered to City Hall, 3<sup>rd</sup> floor, City of Redmond, Purchasing Division, MS: 3SFN, 16570 NE 85<sup>th</sup> Street, Redmond WA 98052, or by FAX, (425) 556-2185. Contractor must verify receipt of faxed copies.

**Response Requirements & Format:** The City requests all bids/quotes provide an itemized breakdown attachment, by each of the sites specified in (Exhibit A.) Any additional services/recommendation must be a separate notation on the proposal. Further, a written warranty/guarantee of satisfaction statement must be included to complete the City's bid/quote response requirements. Supplier must include a list of three references having a similar scope of work as specified in this IFB.

**Prevailing Wage Labor:** All labor performed under this IFB falls within the definition of a public work under the Revised Codes of Washington (RCW 39.04.010), wages must be paid per current published prevailing wage rates. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the greater Redmond area can be obtained from the department's website at [www.lni.wa.gov/prevailingwage/](http://www.lni.wa.gov/prevailingwage/).

Subsequently, the City of Redmond will require supplier/contractor to:

- 1) Furnish proof of insurance with endorsement naming City as additional insured before work may commence and provide proof of valid Washington State License.
- 2) File a "Statement of Intent to Pay Prevailing Wages" (L&I form #700-029-000) with the State of Washington, Department of Labor & Industries and furnish the City with an approved copy. Upon satisfactory completion of work & the City's receipt of the approved form, 80% of the contracted amount will be eligible for initial payment.
- 3) File an "Affidavit of Wages Paid" (L&I form #F700-007-000) with the State of Washington, Department of Labor & Industries and furnish the City with an approved copy. Upon receipt of the approved form, the retained 20% will be eligible for release to supplier/contractor.

**Selection & Award:** This purchase shall be awarded to the supplier/contractor who provides the lowest responsible bid, which in the City's judgment, meets all specification criteria. The City reserves the right to award all or part of the work to the successful contractor. Upon selection of the service contractor, the city will issue a purchase order to procure identified services as specified in the City's scope of work. Shipping will be FOB Destination and includes on-site installation. The City's purchase order (boilerplate) terms and conditions shall govern the purchase. The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

**Questions/Inquiries:** Please direct any questions pertaining to this request to the city agent listed below. No other city official or employee is empowered to speak for the city with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your proposal.

Dale E. Taylor, C.P.M.  
Purchasing Agent  
Phone: (425) 556-2192  
Fax: (425) 556-2185  
E-Mail: [dtaylor@redmond.gov](mailto:dtaylor@redmond.gov)